

Buyer Forum Schedule

SUNDAY, NOVEMBER 13, 2005

3:00-6:00 pm Registration

4:00-6:00 pm Welcome Reception

MONDAY, NOVEMBER 14, 2005

6:30-7:00 am Aerobics

7:00 am-4:00 pm Registration

7:00-8:00 am Continental Breakfast

8:00-9:15 am Opening Session- Speaker Mimi Donaldson

9:15-9:45 am Break

9:45-10:45 am Buyer & Supplier Workshops

102 - R's & B – Reduce, Reuse, Recycle & Buy Recycled

103 - Real Estate Services

200 - Understanding eVA & Procurement in VA

201 - *Alternative Dispute Resolution

202 - Low is Not Always the Way to Go

300 - *Why Wait, Negotiate

301 - Secure Data Destruction

302 - *Commodity Codes

10:45-11:05am Transition

11:05am 12:05pm Buyer & Supplier Workshops

105 - *Unhidden Treasures on the eVA Home Page

103 - Real Estate Services

200 - Understanding eVA & Procurement in VA

201 - *Alternative Dispute Resolution

203 - *Reverse Auctioning in eVA

303 - *All Stressed Up and No Place to Go

306 - Sheltered Workshops & Non-Profits

302 - *Commodity Codes

12:30-1:45pm Lunch

2:00-3:00pm Buyer & Supplier Workshops

107 - Construction & Facilities Contracting

105 - Unhidden Treasures on the eVA Home Page

108 - Virginia Contracting Officer Exam

109 - Winning Ethically

205 - Keeping your Files Fit

206 - Battling Perceptions - Enhancing Customer Service

304 - *SWAM - An Update

301 - Secure Data Destruction

305 - Local Governments

3:00-3:30pm Break

3:30-4:30pm Buyer & Supplier Workshops

- 107 - Construction & Facilities Contracting
- 110 - APSPM Review
- 108 - Virginia Contracting Officer Exam (con't.)
- 109 - Winning Ethically
- 205 - Keeping Your Files Fit
- 202 - Low Is Not Always the Way to Go
- 304 - *SWAM An Update
- 306 - Sheltered Workshops & Non-Profits
- 305 - Local Governments

6:00-8:00pm Dinner- Speaker Seth Greenberg

TUESDAY, NOVEMBER 15, 2005

6:30-7:00 am Aerobics

7:00 am-4:00 pm Registration

7:00-8:00 am Continental Breakfast

8:00-9:00 am General Session –Speaker William Shobe

9:00-9:30 am Break

9:30-10:45 am Buyer & Supplier Workshops

- 111 - A Look at Mandatory Sources
- 110 - APSPM Review
- 112 - eSpecifications Made Easy
- 104 - eVA Café
- 209 - The Challenges of Spend Management & SWAM
- 210 - eVA Delivers a Knockout Punch-out
- 307 - *The Government Sector & Economic Performance
- 308 - Help Us Help You
- 309 - Getting it Right-Submitting Forms Electronically
- 402 - Quick Quote for Buyers

10:45-11:05 am Transition

11:05am 12:20 pm Buyer Workshops & Supplier Closing

- 111 - A Look at Mandatory Sources
- 113 - What's New at VIP?
- 112 - eSpecifications Made Easy
- 104 - eVA Café
- 209 - The Challenges of Spend Management & SWAM
- 211 - eVA User Group Meeting
- 310 - Purchase & Travel Card Programs
- 308 - Help Us Help You
- 309 - Getting it Right-Submitting Forms Electronically
- 402 - Quick Quote for Buyers (con't.)

12:30-1:30pm Lunch

1:45-2:45pm Buyer Workshops

- 114 - How to Train Administrators to Manage Contracts
- 115 - What is Your Preference?
- 104 - eVA Café
- 212 - Insight into eVA Reports
- 213 - Diversity Awareness: Three Steps to Success
- 214 - Procurement Public Disclosure
- 310 - Purchase & Travel Card Programs

- 311 - All Originals - No Copies
- 312 - Prof Services Contracting
- 402 - Quick Quote for Buyers

2:45-3:15pm Break

3:15- 4:15 Buyer Workshops

- 114 - How to Train Administrators to Manage Contracts
- 115 - What is Your Preference?
- 104 - eVA Café
- 215 - Posting Future Procurements & Contracts
- 213 - Diversity Awareness: Three Steps to Success
- 214 - Procurement Public Disclosure
- 313 - Current Topics in Procurement
- 311 - All Originals - No Copies
- 312 - Prof Services Contracting
- 402 - Quick Quote for Buyers (con't.)

4:45-5:45pm Yoga

WEDNESDAY, NOVEMBER 16, 2005

- 6:30-7:00am Aerobics
- 7:00-8:00am Coffee

8:00-10:30am Table Talk

- 10:30-11:30am BRUNCH
- 11:30am-4:00pm EXPO

1:00-2:00pm Wellness Sessions

- 216 - A Dull Guillotine is a Pain in the Neck
- 217 - Balancing Tips & Tricks for Unbalanced People
- 218 - Caring for Seniors, Taking Care of Yourself
- 219 - You Are What You Eat
- 220 - Estate Planning, Elder Law & Trusts
- 221 - Tai-Chi

2:00-2:30pm Break

2:30-3:30pm Wellness Sessions

- 216 - A Dull Guillotine is a Pain in the Neck
- 217 - Balancing Tips & Tricks for Unbalanced People
- 218 - Caring for Seniors, Taking Care of Yourself
- 219 - You Are What You Eat
- 220 - Estate Planning, Elder Law & Trusts
- 221 - Tai Chi

- 5:00-6:30pm Bluegrass Reception
- 6:00-8:00pm Barbecue Buffet Dinner

THURSDAY, NOVEMBER 17, 2005

7:00-8:00am Continental Breakfast

8:00-11:00am **Buyer Workshops**

- 118 - Negotiations-Reaching Agreements and Loving It
- 119 - Create and Give Successful Presentations
- 120 - The "Appeals Board" Blues
- 121 - Surplus Property Administrator Workshop
- 222 - The Biggest Bang for your Buck: Best Value Acquisition
- 223 - Handling Complex Contracts from RFP to Award

11:30 Closing and Certificate Presentation

*** All Participants**